



USAID
FROM THE AMERICAN PEOPLE

International (Non-U.S.) New Applicant Checklist (Required Documents)

**APPLICATIONS FOR REGISTRATION WILL NOT BE ACCEPTED LESS THAN 18 MONTHS
FROM THE DATE OF INCORPORATION**

Please submit in duplicate the following documents with a cover letter explaining why your organization is applying for registration with the U.S. Agency for International Development (USAID) and a description of current or intended program activities.

Please return this checklist with your submission.

- _____ 1. Audited financial statements prepared both on an accrual basis in accordance with generally accepted accounting principles or accounting standards for the country in which the organization is domiciled and by an independent, certified public accountant (CPA). **Financial statements must be in final form and for the most recent fiscal year end. Drafts will not be accepted. Financial statements must be converted to U.S. dollars and in English.**
- _____ 2. Annual report (draft acceptable) or a similar document describing overall program activities. **The annual report must be for the same fiscal year as the financial statements and in English.**
- _____ 3. International PVO Executive Contact Data Sheet.
- _____ 4. VolAg Report Data Sheet.
- _____ 4. AID Form 200-1, PVO Classification Form.
- _____ 5. Articles of incorporation or charter on official letterhead with authorizing signature establishing the organization's legal status under the laws of the country in which it is domiciled.
- _____ 6. Bylaws or relevant documents establishing corporate structure.
- _____ 7. List of board members with employees of the organization indicated.
- _____ 8. Statement of tax exemption or a comparable document from the country in which the organization is domiciled.

DOCUMENTS MUST BE SUBMITTED IN DUPLICATE AND FOR THE SAME FISCAL YEAR.

**REGISTRATION IS AN ANNUAL ACTIVITY.
ANNUAL SUBMISSION OF DOCUMENTS IS REQUIRED EACH YEAR**

USAID may revise the checklist of documents above from time to time. In addition, each registrant will submit such other information as USAID may reasonably require to determine that the applicant meets USAID's Conditions of Eligibility for Registration.